

PN

The Jumpstart on an Elite Career

High tech, complex cutting edge systems
and computers.



PN
Personnelman

Personnelmen (PN) provide enlisted people with information and counseling related to Navy occupations, opportunities for general education and job training, requirements for promotion, and rights and benefits. They also assist enlisted people and their families with special problems or personal hardships.

What they do

The duties performed by PNs include:

- Providing enlisted people with information and counseling related to Navy occupations, opportunities for general education and job training, requirements for promotion, and rights and benefits
- Assisting enlisted people and their families with special problems or personal hardships
- Interviewing personnel
- Administering tests
- Making recommendations for assignments
- Operating computers and copying machines
- Writing official letters and reports
- Performing enlisted personnel administration
- Maintaining enlisted service records, Navy directives and Navy filing

Credit Recommendations

The American Council on Education recommends that semester hour credits be awarded in the vocational certificate or lower-division bachelor's/associate's degree categories for courses taken in this rating on typewriting and office procedures.

Qualifications and Interests

People in this rating should be people oriented and enjoy providing customer service. They should be good at record keeping, have the ability to do detailed work and perform repetitive tasks; and communicate their ideas clearly in speaking to others. Helpful skills are writing, typewriting, arithmetic ability and a good memory.



Working Environment

Work in the PN rating is usually performed in a clean office environment. People in this rating may work alone with little supervision, or work closely with others under close supervision, depending on individual assignments. They do mostly mental work.

Opportunities

About 3400 men and women work in the PN rating. Qualified and self-motivated people have a good opportunity for entry into this rating.

Related Civilian Jobs-Dept. of Labor Dictionary of Occupational Titles

Efficiency Engineer
Counselor
Employment Interviewer
Manager, Office
Clerk-Typist
Personnel Clerk

Since Navy programs and courses are revised at times, the information contained on this rating card is subject to change.

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Career Path After Recruit Training

Enlistees are taught the fundamentals of this rating through on-the-job training or formal Navy schooling. Advanced technical and operational training is required in this rating during later stages of career development.

School	Present Location	Approximate Training Time	Subjects	Training Methods
Class "A" Technical School	Meridian, MS	7 Weeks	Familiarization with forms and procedures of personnel administration	Group and individualized instruction and practical application

After "A" school, Personnelmen may be assigned to ships or shore stations in the United States or overseas. Aboard ships, they are usually assigned to the personnel, administrative, or training department. Ashore, they are assigned to personnel support detachments. A typing test is required sometime during training. During a 20-year period in the Navy, PNs spend about 40 percent of their time assigned to fleet units and 60 percent to shore stations.

All personnel now receive sea pay at sea (E-1 to E-9).



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